

RESCHEDULE Protocol for All TALK Leagues

The policy of all TALK administered League Play is that there will be NO RESCHEDULING of matches during the season. However, there may be extenuating circumstances where a team needs to request a reschedule of a match or individual courts.

♣ It is each captain's responsibility to review the ENTIRE match schedule once it is posted to identify problematic weekends such as holidays, district/sectional play, etc. and to be proactive in ascertaining player availability and requesting any needed reschedule several weeks in advance.

♣ **EXCEPTION:** TALK supports and promotes re-scheduling in these situations. If any team has 50% or more of their roster registered for a sanctioned USTA League State, Sectional or National Tournament, regardless of the league, they may request from their opponent consideration in rescheduling their league match. A team with this concern should notify their opponents and the LLC (srice@talktennis.org or sara.ward@talktennis.org) at least **2 weeks** prior to the scheduled match to reschedule the match.

♣ If a captain needs to request a reschedule of a match or partial match the following protocol should be followed:

- Captains should make reasonable efforts to accommodate a request to reschedule courts when possible. Rescheduling gets very complicated with overlapping rating/age levels and people playing on multiple teams.
- The LLC should be notified via email of the request to reschedule. The requesting captain should include the LLC on the email asking the opposing captain to consider their request to re-schedule.
- The requesting captain will advise the opposing Captain specifically which courts are being requested to reschedule (singles and/or doubles) and the court placement (S1, D1, etc.).
- Within 24 hours, the opposing Captain shall acknowledge the request and if they are willing to look for alternative dates and times and if their team/players' schedules will accommodate a reschedule. This acknowledgement must be via email/text.
- If the Opposing captain agrees to reschedule and is able to secure alternative options, they shall offer two (2) reasonable dates, times and locations for the reschedule within 5 days of the request. Every effort must be made to play the rescheduled courts/matches at the facility where it was originally scheduled. If the opposing captain is unable to find acceptable alternative options, they will advise the requesting captain as such. The requesting team will then play the courts as originally scheduled or will forfeit those courts.
- The requesting captain has 48 hours to respond by either agreeing to one of the proposed times or acknowledging forfeiture of the courts.
- The requesting captain is responsible for cancelling any courts with the scheduled facility. If cancellation is not made within 24 hours of the original match time, the requesting team is liable for the court costs.

- ALL courts must be played within 2 weeks of the originally scheduled dates and by the last date of play for the session. The LLC may grant permission for a date outside of the two (2) weeks with Board approval except in the event that it would pass the last date of play for the league.

- Once an agreement is reached, the LLC shall be notified via email of the decision.

- All scores must be entered into Tennislink within four (4) hours of the completion of the match.

**Rescheduling is being tracked by the LLCs and if a team reschedules a majority of their matches the Board will be notified, and the captain will receive an email from the LLC offering help with managing their team.